Subject Area: ***Purchase Requisition Review for Quality-related Requirements***

Contents: Purchase Requisition Review for Quality-related Requirements

Effective Date: **August 2000**

Point of Contact: Quality Program Office

Section	Overview of Content (see section for full process)
Introduction	
1. Selecting and Assigning Quality-related Requirements to a Requisition	• Prepare REQ for procurements. • Select quality requirements based on value-added approach. • Submit completed REQs for review and approval. • Forward RFQ/RFP to potential sellers who must meet requirements. • Resolve seller exceptions and modify REQ. • Issue purchase order or contract, and incorporate requirements.
Definitions	

Exhibits

Seller Quality Assurance Requirements (BNL-QA-101)

Forms

None

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area may or may not contain reporting obligations. See the subject area until obligations are listed here.

References

Graded Approach for Quality Requirements subject area

Standards of Performance

Managers shall ensure that scopes of work properly consider all elements of the Laboratory's operational priorities.

Managers shall manage work to control risks and hazards, ensure customer satisfaction, and provide a benefit to BNL.

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.

All scientific and professional staff shall identify and control items and material affecting scientific results.

All staff and users shall identify, evaluate, and control hazards in order to ensure that work is conducted safely and in a manner that protects the environment and the public.

Management System

This subject area belongs to the management system.

Back to Top

1.0-082000-/standard/2d/2d00t011.htm

Send a question or comment to the SBMS Help Desk
Disclaimer

Subject Area: ***Purchase Requisition Review for Quality-related Requirements***

Introduction: Purchase Requisition Review for Quality-related Requirements

Effective Date: **August 2000**

Point of Contact: Quality Program Office

This subject area is applicable to all Brookhaven National Laboratory (BNL) procurements involving equipment, products, and services for activities, including construction, operations, maintenance, and research. It may also be used in the review of contracts.

Quality requirements applied to a procurement or contract use a graded approach for quality requirements that is commensurate with the potential that a programmatic or ES&H event/failure of the purchased item will occur. See the Graded Approach for Quality Requirements subject area. The graded approach is used to place the most emphasis on procurement of those items and services that may have the greatest effect upon personnel, environment, safety, health, cost, data, equipment, performance, and schedule.

This subject area provides a methodology for selecting and applying quality-related requirements to be imposed upon a BNL supplier. These requirements are imposed upon a supplier to increase the requisitioner's chances of success in receiving a compliant end product or service. Quality requirements, which become part of the procurement/contract document, are selected based upon the value-added approach. The value-added approach is used to ensure that only those requirements necessary are selected, i.e., requirements that may incur a cost are done based on the mitigation of programmatic and ES&H concerns (graded approach).

The graded approach does not allow internal or external requirements to be ignored or waived, but allows the degree of controls, verification, and documentation to be varied in meeting requirements based on ES&H risks and programmatic issues.

Subject Area: ***Purchase Requisition Review for Quality-related Requirements***

1. Selecting and Assigning Quality-related Requirements to a Requisition

Effective Date: **August 2000**

Point of Contact: Quality Program Office

Applicability

This information applies to requisitioner, department/division/project management, and personnel from the Procurement & Property Management Division (PPM), who prepare, review/approve purchase requisitions, and/or communicate quality-related requirements to suppliers.

Required Procedure

Step 1	The requisitioner preparing a requisition (REQ) for procurements involving equipment, products, and/or services, including construction, operations, maintenance, and research, confers with the responsible individual to determine the appropriate Seller Quality Assurance Requirements (BNL-QA-101) that will be referenced on the REQ. Those requirements selected are based upon a graded approach for quality-related requirements that is commensurate with the potential that a programmatic or ES&H event/failure of the purchased item will occur. See the Graded Approach for Quality Requirements subject area. Quality requirements, which become part of the procurement/contract document, are selected based upon the value-added approach. **Note:** If the responsible individual does not understand the quality-related requirements defined in the exhibit Seller Quality Assurance Requirements (BNL-QA-101), he/she should contact their Quality Representative (QR) or designee to obtain a better understanding of the value-added approach. **Note:** Items that are purchased by the Procurement & Property Management Division (PPM) for general stock may be classified as quality classification A-4 (Negligible). Therefore, an item requisitioned from general stock must be evaluated by the requisitioner to determine if tests or inspections should be performed to assure the item's suitability in its end application.
Step 2	Completed REQs detailing all technical and quality-related requirements undergo appropriate

	review and approval by the Department/Division/Project before they are submitted to PPM. The requisitioner forwards to the QR or designee for review those REQs with items classified as A-1 (Critical) and A-2 (Major), or with a total value of $25,000 or more.
Step 3	The Department/Division/Project Management responsible for reviewing and approving the REQ ensures that both the technical and quality-related requirements of the procurement are clear and complete.
Step 4	After review and approval, the requisitioner transmits the REQ to PPM.
Step 5	The buyer from PPM reviews the REQ for references to technical and quality-related requirements. PPM forwards Requests for Quotations (RFQ) or Requests for Proposals (RFP) to the potential sellers and requests responses to price, delivery, general provisions, and quality requirements. PPM ensures that a copy of Seller Quality Assurance Requirements (BNL-QA-101) is attached to the RFQ, RFP, PO, or contract issued, if applicable. **Note:** As appropriate, the requisitioner, together with the buyer from PPM, communicates with the manufacturer when requisitioning items and services (including off-the-shelf items), to determine that all quality-related requirements are understood.
Step 6	If upon review, or on contacting the potential seller, the buyer determines that the potential seller can not or will not meet the requirements, the buyer informs the requisitioner, who in consultation with the QR or designee, determines an appropriate course of action. These include selecting other sellers for the RFQ/RFP, modifying the requirements for the REQ, or establishing test/inspections at BNL to assure the product is in compliance with the REQ's requirements.
Step 7	The requisitioner, responsible individual, and/or QR resolve all exceptions taken by the seller, and modify the REQ, if applicable, before PPM issues a purchase order (PO) or contract. Resolution of seller exceptions to the requirements for the REQ are documented.
Step 8	If a REQ's technical or quality-related requirements are modified or eliminated after the initial review and approval by the management of the Department/Division/Project, the revised REQ is reviewed and approved again by the Department/Division/Project before it is resubmitted to PPM.
Step 9	When all outstanding issues, including quality-related ones, are resolved between Brookhaven and potential suppliers, PPM issues a PO or contract.
Step 10	PPM incorporates and communicates all quality-related requirements into the subsequent PO or contract.

References

Graded Approach for Quality Requirements subject area

1.0-082000/standard/2d/2d01d011.htm

BROOKHAVEN NATIONAL LABORATORY
SELLERS' QUALITY ASSURANCE REQUIREMENTS

1.0 SCOPE

1.1 This document, when invoked by purchase order or contract, establishes quality assurance requirements to which sellers to Brookhaven National Laboratory (BNL) shall conform during the performance of work required by the purchase order, or contract.

1.2 This document contains two main sections. Section 3.0 covers the general requirements that are applicable to all sellers. Section 4.0 contains special quality assurance requirements that are applicable only when specifically invoked by the purchase order.

Note: In order to use this form properly, one 3.1 subparagraph must be selected. In doing so, paragraphs 3.2 through 3.8 will automatically apply to the Seller. Review and select special requirements in Section 4.0, as needed.

2.0 DEFINITIONS

2.1 The term *Purchase Order* means the purchase order, contract, subcontract, or other written agreement with the Seller (supplier) in which the requirements of BNL are incorporated.

2.2 The term *Buyer* means Brookhaven Science Associates (BSA) operating Brookhaven National Laboratory, acting by and through its Procurement & Property Management Division(PPM) issuing the purchase order.

2.3 The term *Seller* means the legal entity, which is the contracting party, with the Buyer with respect to the purchase order.

2.4 The term *article* or *item* means a product and/or a service.

3.0 GENERAL REQUIREMENTS

Unless otherwise specified in the purchase order, the following General Requirements apply:

3.1 Seller Quality Assurance Program/Inspection System

The Seller shall have and maintain an effective quality assurance program or inspection system that will, as a minimum, comply with all of the requirements of the specification designated below:

☐ 3.1.1 ISO 9001 "Quality Systems- Model for Quality Assurance in Design, Development, Production, Installation, and Servicing" (Latest revision as of the date of issuing the purchase order).

☐ 3.1.2 ISO 9002 "Quality Systems- Model for Quality Assurance in Production, Installation and Servicing" (Latest revision as of the date of issuing the purchase order).

☐ 3.1.3 Conformance to Manufacturer's specifications.

☐ 3.1.4 Other: Refer to requirements stated in Specification/ P.O. documentation.

Note: In the event that Requirement 3.1.1 or 3.1.2 is specified, and the Seller's quality assurance program or inspection system does not comply with the specified requirement, the Seller shall submit with their quotation a description of their existing quality assurance program or inspection system that will apply to this order. The description will be evaluated by the Buyer prior to award.

3.2 Assessment by Buyer

The Seller's Quality Assurance Program or inspection system may be subject to assessments by the Buyer's Representative(s) for conformance with the requirements of the purchase order.

3.3 Conformance to Requirements

All items furnished to the Buyer shall conform with all requirements of the purchase order. No change(s) shall be made to any Buyer requirements without the prior written approval of the Buyer. The Buyer reserves the right to request failure analysis and corrective action for non-conforming articles or items submitted or supplied to the Buyer.

3.4 Responsibility for Subcontractors

It is the responsibility of the Seller to impose applicable quality assurance requirements upon their subcontractors. Additionally, the Buyer reserves the right to approve, in writing, any subcontractor.

3.5 Responsibility for Conformance

Neither assessments, surveillance, inspection and/or tests made by the Buyer or its representatives at either the Seller's or Buyer's facility, nor the Seller's compliance with all applicable Quality Assurance Requirements shall relieve the Seller of the responsibility to furnish items which conform to the requirements of the purchase order.

3.6 Protection of Material and Equipment

The Seller shall employ procedures which assure adequate protection of material and equipment during shipment and while in storage. Such protection shall include special environmental packaging, as necessary. All items shipped (originally packaged or repackaged) to BNL or other locations cited in the purchase order or contract, shall comply with the requirements set forth in the National Motor Freight Traffic Associations' National Motor Freight definitions, specifications and basic requirements (e.g., size, strength and materials) for commonly used packages.

3.7 Certification of Conformance

By making shipment under this purchase order, the Seller automatically certifies that the articles shipped, the materials (except when the materials are furnished by the Buyer) used in the articles shipped, and the processes applied to such articles comply with the applicable drawings, specifications and requirements of the purchase order. The Seller agrees to retain objective evidence, including records, of the inspections and tests performed in the course of manufacturing, testing, inspecting, preserving, packaging, and preparation for shipment of said articles. These records shall be made available to the Buyer's representative for review upon request. These records shall be maintained for a minimum of 3 years, unless otherwise specified by the Buyer, after the completion of the Purchase Order.

3.8 Measuring and Test Equipment Calibration

The Seller shall establish and maintain a documented system for the calibration of measuring and test equipment used in the fulfillment of the purchase order requirements. As a minimum, the Seller shall calibrate measuring and test equipment against certified standards which have known valid relationships to national standards. The calibrations shall be performed at established periods to assure measuring and test equipment accuracy at the time of use. The Seller shall notify the Buyer of any condition found during the calibration, servicing or repair of measuring and test equipment that may affect the quality or reliability of material supplied to the Buyer.

4.0 SPECIAL REQUIREMENTS

The following Special Requirements are applicable only when specifically invoked by purchase order, or as indicated by check mark hereon.

☐ **4.1 Q.A. Program or Manual:** The Seller shall submit a copy of their Quality Assurance Program or Manual with their proposal for review and evaluation.

☐ **4.2 Configuration Control System:** The Seller shall establish and maintain a system to assure that all end items (including spares) are of the proper configuration, and that all approved configuration changes are incorporated at the specified effectivity points. Records shall be maintained verifying the configuration of each item.

☐ **4.3 Process Sheets, Travelers, etc.:** The Seller shall maintain a system of process sheets, shop travelers, or equivalent means to define the sequence of manufacturing, inspection, installation and test activities to be performed. Flow sheets, or equivalent, shall provide for sign-off by designated inspection personnel at specified inspection and test points, including, as required, re-inspection and re-test points, to assure completion as well as proper sequencing of required operations.

☐ **4.4 Manufacturing/Inspection/Test Plan:** Sixty (60) days prior to fabrication the Seller shall prepare and submit for the Buyer's review and approval a manufacturing/ inspection/ test plan for the item(s) to be produced, which satisfies the following:

- ☐ 4.4.1 Identification of parts and subassemblies showing integrated flow into end item(s).
- ☐ 4.4.2 Identification of critical manufacturing operations as well as inspection and test checkpoints.
- ☐ 4.4.3 The Plan may be a single document, or may make use of existing "travelers," or other suitable planning and control documents.
- ☐ 4.4.4 Revisions or changes to the Buyer approved Plan must be submitted for the Buyer's review and approval prior to implementation.

☐ **4.5 "Witness" Points:** The Buyer reserves the right to designate selected manufacturing, inspection, and/or test operations as "witness" points. The Seller shall provide the Buyer with five (5) working days notice in advance of reaching such witness points during the manufacturing and test cycle of each item.

☐ **4.6 Test and Inspection Procedures:** Test and inspection procedures required to demonstrate satisfactory completion of purchase order requirements shall be prepared by the Seller and submitted to the Buyer for review and approval sixty (60) days prior to use of such procedures.

☐ **4.7 Special Process Procedures:** Special processes (e.g., welding, brazing, bonding, plating, chemical machining, chemical coating, chemical cleaning, precision cleaning, heat treating, radiographic inspection, ultrasonic testing, pressure leak testing, or waste processing) shall be performed in accordance with detailed written procedures. These procedures shall specifically describe the exact manner in which the processes are to be performed.

- ☐ 4.7.1 Copies of special process procedures shall be available for review by the Buyer's representative upon request.
- ☐ 4.7.2 At least sixty (60) days prior to use on items deliverable to the Buyer, the Seller shall submit to the Buyer copies of all applicable process procedures for review and approval. Revisions or changes to Buyer-approved special process procedures must be submitted to the Buyer for review and approval prior to implementation.

☐ **4.8 Qualification of Special Process Procedures, Facilities, and Equipment:** The Seller shall, prior to use, qualify the procedures/specifications, facilities, and equipment that will be used for the performance of special processes. Records of such qualification shall be available to the Buyer's representative upon request.

☐ **4.9 Qualification of Special Process Personnel:** The Seller shall provide for the qualification of personnel, prior to their use, to ensure competence in the use of the special process procedures or specifications. Records of such qualification shall be available to the Buyer's representative upon request. Only those personnel who have been qualified to perform a specific special process shall be used to perform that process.

☐ **4.10 End-Item Documentation Package:** The Seller shall provide a documentation package for each shipment of the item(s) supplied, which consists of objective evidence of compliance with purchase order requirements. This documentation package shall be complete, legible, indexed, and traceable to the item supplied, and shall contain the following, as applicable:

- ☐ 4.10.1 Copies of reports of all required or necessary inspections, examinations and tests, properly validated by the Seller's authorized personnel.
- ☐ 4.10.2 A listing of the as-built configuration of each delivered item; this may be defined by the use of drawing numbers and revisions, unique parts lists or other such means of positive identification.
- ☐ 4.10.3 Copies of nonconformance reports dispositioned as "repair" or "use-as-is."
- ☐ 4.10.4 Copies of material test reports for specified materials, showing physical and chemical properties.
- 4.10.5 A Certification of Conformance (See 4.16).

☐ **4.11 Release for Shipment:** The Seller shall provide the documentation package required in 4.10, for review by the Buyer's representative prior to release of the item for shipment.

☐ **4.12 Shipment of Documentation Package to Buyer:** Three (3) copies of the documentation package shall be shipped to the Buyer with or prior to each shipment of the purchased items.

☐ **4.13 Failure Reporting, Analysis and Corrective Action:** The Seller shall maintain a failure reporting, analysis and corrective action program to determine and report what reliability or safety problems may exist in the equipment, define their nature and cause, and recommend and implement the necessary corrective actions.

The Seller's failure reporting, analysis, and corrective action program shall, as a minimum, evaluate and analyze failures occurring during qualification, first article and end-item acceptance testing and inspection.

To determine the true cause of failure, the analysis should include, as appropriate, the disassembly or dissection of the failed item(s). The results of all failure evaluations and analyses shall be documented and available for review by the Buyer.

☐ **4.14 Source Inspection/Surveillance:** Items to delivered under this purchase order require inspection, tests or surveillance by the Buyer's representative at the Seller's facility. Five (5) work days notice of acceptance inspections and tests shall be given by the Seller to the Buyer to permit scheduling of source inspection.

☐ **4.15 Chemical and Physical Test Report:** One copy of actual chemical and physical test report(s) for each heat, batch or lot shall accompany each shipment. Test reports shall list the actual parameters tested, the acceptable limits for each parameter, and shall contain the actual readings taken during test.

☐ **4.16 Certificate of Conformance:** With each shipment of items covered by this purchase order, the Seller shall submit a certificate of conformance. In case of drop shipment, a copy of the certificate shall be submitted to the Buyer at the time of shipment. The certificate shall be signed by an authorized representative of the company, and shall constitute a representation by the Seller that:

A. Materials used are those which have been specified by the Buyer, and that the items delivered were produced from materials for which the Seller has on file, reports of chemical or physical analysis, or any other equivalent evidence of conformance of such items to applicable specifications;

B. Processes used in the fabrication of items delivered were in compliance with applicable specifications forming a part of the purchase order, or Buyer approved procedures or specifications;

C. The items as delivered comply with all specifications and other requirements of the purchase order.

4.17 Report with Each Shipment: Superseded by paragraph 4.10.

☐ **4.18 First Article Acceptance:** Buyer acceptance of first article(s) is required prior to the production run. The first article(s) shall be identified as such, including the purchase order number, part number, and part name. The Seller is required to:

☐ 4.18.1 Submit the first article(s) to the Buyer's representative for test/inspection to be conducted at the Seller's facility by the Buyer's representative;

☐ 4.18.2 Submit the first article(s) to the Buyer for test/inspection by the Buyer at the Buyer's facility;

☐ 4.18.3 Submit the first article(s) to the Buyer together with documents showing data representing results of the Seller's first article(s) test/inspection, including the actual dimension or value for each specified characteristic;

☐ 4.18.4 After Buyer acceptance of first article(s), all of the remaining units required by the purchase order shall be produced by the Seller and the Seller's suppliers using the same design, materials, processes, methods and tooling that were used to manufacture the approved first article(s). Any changes must have prior approval from the Buyer.

☐ **4.19 Notification of Change to Design, Methods, or Processes:** The Seller shall immediately notify the Buyer of any significant changes (those that may affect form, fit, function, reliability, safety, or interchangeability) in product design, fabrication methods, material or processing from those used by the Seller at time of Seller's quotation or offer to the Buyer, which resulted in the purchase order.

☐ **4.20 Age/Shelf Life and Storage Control:** The Seller shall have an effective storage and age control system for items whose acceptability is limited by the age or manner of storage of the item. The system must include a method of identifying the age of such items, and provisions for the rotation and purging of stock.

The Seller shall show on each container of materials having a limited or specified shelf life (both Seller's in-plant containers and containers in which material is delivered to the Buyer) the cure or manufacture date, expiration date, lot or batch number, and special storage and handling conditions applicable to the contents. This information shall be in addition to the normal identification requirements of name, part or code number, specification number, type, size, quantity, etc. If cure or manufacture date is coded, the Seller shall provide decoding information. Special handling conditions shall be recorded on certifications and shipping documents covering the material delivered to the Buyer.

At the time of receipt, the material shall not have less than three-quarters of its shelf life remaining, without prior written approval from the Buyer for each shipment.

☐ **4.21 Serial Numbers:** The Seller shall assign a separate and distinct serial number to each end-item furnished under this purchase order. Where impractical to stamp individual items due to size or shape, the serial number shall be stamped on identifying tags or the smallest unit package. No two items having the same part number are to be identified with the same serial number. Records of serial numbers for each part number must be maintained by the Seller.

☐ **4.22 Lot or Batch Numbers:** For items furnished under this purchase order, the packing list, certifications and other applicable documents must be identified by manufacturing lot or batch number. Where impractical to stamp individual parts due to size or shape, the lot or batch number shall be stamped on identifying tags or the smallest unit package.

☐ **4.23 Material Traceability:** Materials used must be identified by material type, applicable specification and revision number, and be traceable to their lot number(s) and heat number(s). Traceability records shall be available for review by the Buyer's representative.

☐ **4.24 Shipment Destination Other than BNL:** The material ordered against this purchase order is to be shipped to other than the Buyer's facilities. Copies of the Quality Assurance data required by this order shall accompany the shipment; in addition, one copy of such data shall be mailed to the Buyer on the same day that shipment is made.

4.25 Heat Treat Bars: Superseded by paragraph 4.7.

☐ **4.26 Burn-in:** Burn-in shall be performed on each completed item per the procurement specification. Records of the burn-in testing, repairs and test results shall be maintained, and shall be available to the Buyer's representative upon request.

4.27 Welding Procedures: Superseded by paragraph 4.7.

☐ **4.28 Weld/Braze Inspection Report:** A report(s) shall be submitted that indicates the complete inspection of welds or brazes from the initial fit-up stage through the final inspection. Inspection reports shall be accompanied by all radiographic films, filler metal reports, etc. The reports shall contain the signature or stamp, and title of an authorized Seller representative.

☐ **4.29 Radiographic Quality Requirements:** Items requiring radiographic inspection shall be radiographed and processed in accordance with the Seller's special process procedures that satisfy design specifications, standards or other purchase order requirements. Personnel reading and interpreting film shall have been subjected to examination and certification. Responsibility for this certification shall rest with the Seller, whether the Seller does the work or subcontracts to a specialized laboratory. Findings shall be reported on an appropriate form, including the name of the reader and the signature of a responsible representative. The radiographic film and a reproducible copy of the report shall accompany each shipment. An adequate method of identifying and cross-referencing each film exposure, report, and item shall be provided. When parts are serialized, serial numbers shall appear on the report and the film.

☐ **4.30 Nondestructive Test Reports:** All nondestructive testing shall be conducted in compliance with the Seller's special process procedures that satisfy the applicable provisions of the design specifications, or other purchase order requirements. Personnel and equipment utilized in performance of such tests shall be evaluated and certified for the type of test performed.

The Seller shall furnish with, or prior to, each shipment reports of such nondestructive examination of material or items furnished. These reports shall be identifiable to the respective item or material including the specific section, joints or views of the item furnished. These reports shall contain the signature and title of an authorized Seller representative. When items are serialized, the serial numbers shall appear on the reports.

☐ **4.31 Pressure or Leak Test Reports:** Test reports shall be prepared for all pressure and leak tests. Such reports shall state the requirement, the Seller's test procedure number, and the observed result for each item, joint or connection tested. When items are serialized, the serial numbers shall appear on the report. The reports shall contain the signature and title of an authorized Seller representative, and shall accompany each shipment.

☐ **4.32 Cleaning Certification:** Each shipment shall be accompanied by a certification which states that all Buyer requirements relative to cleaning and cleanliness have been completely satisfied. The certification shall reference the Seller's applicable cleaning procedure(s) identification number(s), and shall also contain the signature and title of an authorized Seller representative.

☐ **4.33 Calibration Certification:** The Seller shall submit with each instrument/system a certification that the instrument/system has been calibrated and is ready for use. The certification shall contain, as a minimum, the identity of the instrument/system, the identification of the calibration procedure used, identification of the standards and/or equipment utilized for the calibration, and a statement that the calibration of the standards and/or equipment used is traceable to the National Institute of Standards and Technology (NIST) or some other recognized national standard. Detailed support data shall remain on file with the Seller and shall be available for review by the Buyer. The certification shall also contain the signature and title of an authorized Seller representative.

☐ **4.34 Operating-Maintenance Manual:** Documentation containing operating procedures, maintenance instructions, spare parts lists, and handling procedures shall be submitted with the shipment of the first item.

☐ **4.35 Computer Software Configuration Management:** The Seller shall develop and implement a software configuration management system that ensures an orderly development of software. The system shall establish requirements for placing software under configuration control, provide for the positive identification of software, and the control of all software baseline changes.

☐ 4.35.1 The Seller shall submit a copy of their software configuration management procedure(s) with their proposal for review and evaluation.

☐ **4.36 Computer Software Design Control:** The Seller shall develop written procedures describing the controls applied to the design of software, and the verification of the design through independent technical review. The procedures shall provide for documentation of review activities, including requirements for documenting comments and resolutions of comments. Seller software designs and review documentation shall be subject to review and approval by the Buyer.

☐ **4.37 Computer Software Verification Testing:** The Seller shall test and verify computer software developed or modified to fulfill the requirements of the purchase order. The verification testing shall be accomplished by a comparison of test results with those from other verified software, or by a comparison with results from analytical solutions or Buyer-approved alternatives.

☐ **4.38 Electrostatic Discharge Control:** Items that are susceptible to electrostatic discharge shall be handled and packaged to protect them from damage. Items and/or packages shall be labeled to indicate the susceptibility to electrostatic discharge.

Subject Area: ***Purchase Requisition Review for Quality-related Requirements***

Definitions: Purchase Requisition Review for Quality-related Requirements

Effective Date: **August 2000**

Point of Contact: Quality Program Office

Term	Definition
buyer	Brookhaven Science Associates (BSA), operating Brookhaven National Laboratory, acting by and through its Procurement & Property Management Division (PPM), issuing the purchase order.
graded approach	A process for determining that the appropriate level of analysis, controls, documentation, and actions necessary are commensurate with an item's or activity's potential to • Create an environmental, safety, or health hazard; • Incur a monetary loss due to damage, or to repair/rework/scrap costs; • Reduce the availability of a facility or equipment; • Adversely affect the program objective or degrade data quality; • Unfavorably impact the public's perception of the BNL/DOE mission.
off-the-shelf item	A product manufactured by a supplier for inventory, rather than a specific order; or an item procured from an independent distributor. **Note:** Some catalog items are "made-to-order" and are not considered to be off-the-shelf items.
purchase order or contract	The purchase order (PO), contract, subcontract, or other written agreement with the seller (supplier) in which the requirements of BNL are incorporated.
quality classification	An indicator using a weighted scale that is used once the ES&H and programmatic risks have been evaluated, e.g., A1 (Critical), A2 (Major), A3 (Minor), and A4 (Negligible).
Quality Representative (QR)	The technical representative assigned to coordinate, assist, and monitor the implementation of BNL's quality-related requirements within a Department, Division, or Project.
responsible individual	The individual within a department or division responsible for selecting and applying quality-related items or activities to be incorporated in a purchase requisition.
seller	The legal entity, which is the contracting party with the buyer, with respect to the purchase order or contract.

	purchase order or contract.
supplies	Goods or items (other than components, assemblies, subsystems, and systems), that are required to support or maintain a research study or experiment (i.e., chemicals, reagents, beakers, coolant oils, helium).
value-added approach	Many quality-related requirements can be added to a purchase requisition (REQ) and incur no cost to the purchase order. Other requirements that may incur a cost should be reviewed for the value of that cost to mitigate the potential that a programmatic or ES&H event/failure of the purchased item will occur.

Back to Top

1.0-082000/standard/2d/2d00l011.htm

Subject Area: ***Purchase Requisition Review for Quality-related Requirements***

Revision History: Purchase Requisition Review for Quality-related Requirements

Point of Contact: Quality Program Office

Revision History of this Subject Area

Date	Description	Management System
August 2000	This subject area provides a methodology for selecting and applying quality-related requirements to be imposed upon a BNL supplier. These requirements are imposed upon a supplier to increase the requisitioner's chances of success in receiving a compliant end product or service. Quality requirements, which become part of the procurement/contract document, are selected based upon the value-added approach. The value-added approach is used to ensure that only those requirements necessary are selected, e.g., requirements that may incur a cost are done based on the mitigation of programmatic and ES&H concerns (graded approach).	Acquisition Management

1.0-082000/standard/2d/2d00a011.htm